To View the Status of a Request

As the Initiator, you can perform the the following activities from your inbox:

1. Review the status of the workflow item using the Workflow Tracker link
2. Review the executed workflow item using the Workflow Header link.
3. Cancel workflow items.
4. Change and resubmit workflow itmes (when rejected within the approval process).
5. Execute workflow items.
6. Review the "agents" next in line to approve the workflow items using the "log"
7. Review items you have processed in your Outbox
8. Review unread documents of approved workflows.

Click on the **Outbox**

The Outbox gives the following options to choose from.

1. Documents: Documents are the SAP Messages that this user has sent out.
2. Started Workflows: This view shows the Work Items for the tasks started by this User as a user in dialog or by a triggering event whose event container contains the User's name.
3. Work items executed by me: This view shows all the Work Items that have been executed by the User.
4. Forwarded work items: This view shows the Work Items that this User has forwarded on to another User or Position.

Click the **Started workflows** treeview node.

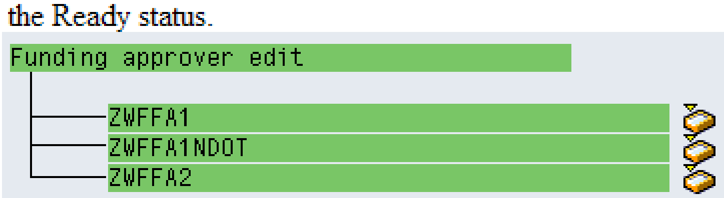
Click on the **OM_Control Workflow Tracker** hyperlink to view status of the workflow item

Click the **Log** button

Click the **Agents** button.

The Agents button will display the approvers who currently have the workflow item in their inbox, as well as the approver who are next in line to approve the workflow item.

Click the **Agent** icon in the Agent column that shows the Ready status.



To Access the Workflow Inbox

Click the **SAP Business Workplace**

Inbox Inbox